

AGENDA
SUTTONS BAY TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
Tuesday, June 1, 2021
6:00 PM

Electronic remote access, in accordance with Public Act 228 of 2020 and Resolution 10 of 2021 Declaration of Local State of Emergency. The public may participate in the meeting through Zoom access by computer and smart phone using the following link:

<https://us02web.zoom.us/j/81949697641?pwd=Z0REckZiMGZZL0NnUmZYVWJNTzI0UT09>

Meeting ID: 819 4969 7641

Passcode: 201032

Dial by Phone: +1 312 626 6799

Call to Order and Notation of Quorum

Approval of Agenda

Public Comment

Conflict of Interest

Approval of Minutes: April 20, 2021 and May 4, 2021

Items of Discussion/Consideration:

1. Continuation of Site Plan Review, Leelanau Watersports, 1274 S Peck Road
2. Introduction-Application for Site Plan Review & Special Land Use Permit, Vineyard View Apartments, 525 N. Marek Road, Submitted by Homestretch Non-Profit Housing Corporation
3. Zoning Ordinance Overhaul Project-Items yet to be Completed

Reports:

Zoning Administrator

Steve Patmore

Planner:

Mathew Cooke, Networks Northwest

Township Board:

Tom Nixon

Chair Comments:

Dennis Rathnaw

Commissioners' Comments

Public Comment

Next Meeting Agenda July 6, 2021

Adjournment (8:00 PM unless extended by a motion.)

Commission Packets can be viewed at: <https://www.leelanau.gov/suttonsbaytwppln.asp>

This meeting is a session of the Suttons Bay Township Planning Commission held in public for the purpose of conducting the Commission's business and is not to be considered a public community meeting. There is time set aside for public comment during the meeting as noted on the Agenda, and the Planning Commission welcomes the public's input at that time.

Draft Minutes

SUTTONS BAY TOWNSHIP

SPECIAL PLANNING COMMISSION MEETING - APRIL 20, 2021

CALL TO ORDER

Dennis Rathnaw, Chair, called the Suttons Bay Township Planning Commission Meeting to order on Tuesday, April 20, 2021 at 6:03 p.m. via Zoom.

Chair Rathnaw said there will be a roll call of any motions made.

ROLL CALL - Quorum Present

Present: Dennis Rathnaw, Chair; Tom Nixon, Stoney Pt. Rd., Doug Periard, Herman Rd; Susan Odom, Setterbo Rd.; Don Gregory, Setterbo Rd.; Andy Brandt, Suttons Bay; Rhoda Johnson, Suttons Bay

Absent: Dee McClure, Amy Coleman

Staff Present: Steve Patmore. Planner Present: Matthew Cooke

Approval of the Agenda

Rhoda Johnson/moved, Andy Brandt/supported, to approve the Agenda as presented.

PUBLIC COMMENT

None

CONFLICT OF INTEREST

None.

Items of Discussion/Consideration:

1. Zoning Ordinance Overhaul Continue - Planner Mathew Cooke, Networks Northwest-Refer to previous meeting materials

Chair Rathnaw said Mathew Cooke is going to talk about signage issues that he looked into. Steve Patmore is going to talk thru the Fountain Point acreage numbers. Other issues were also discussed.

Fountain Point - Historic Waterfront District

Steve Patmore made the following comments:

- Make it a district for historic waterfront uses.
- Historic waterfront is an ongoing discussion.
- Recommend looking at a minimum acreage size of (40 acres), needs to be bigger than each one of the two existing parcels.

- Fountain Point would have flexibility to sell off a little piece of that, but they would have to keep 40 acres to be a development in this district.
- Make minimum waterfront at 1,000 feet. Right now it is 500.
- During legal review, work with our legal counsel on making sure requirements are enforceable.

Mathew Cooke spoke about signage. Also still working to get information on storage tanks. Cooke said he sent out communications to other communities to see how they handle zoning.

Signage - Proposed

1. 24 sq ft for one sign and 32 sq ft for maximum for commercial and agricultural fixed,
2. Add in temporary sign language (7-10 days is not reasonably high).

Other issues addressed at this meeting:

Ag District

Are RV Parks allowed

Farms -

Are we doing everything we can to support farms?

Should there be something that a farmer can do to make money

Should weddings be allowed on a farm?

Tom Nixon said the township board is considering revising a noise ordinance -

Noise Ordinance

First question to ask - Who will enforce the ordinance

Looking at examples of language

Would be referenced in the zoning ordinance

Violation of a Noise Ordinance -penalties

Could be a civil infraction in which the township issues a ticket

A time limit on what can be done and not done

Special events in the agricultural district

Trying to help keep land in agriculture for existing farmers create another revenue stream putting together a business plan

Purchase property to farm and have a wedding venue

What is the purpose of the agricultural district?

Not in favor of having special events such as weddings

Confine special events to wineries and cideries

Allow small events of 20 people or more

Take special events out of farming until the zoning ordinance is reworked

Lean toward taking weddings out of agriculture entirely

Special events on farms are contradictory to the character of our township

Is farming primary or special events primary?

How can you make special events work in the ag district?

Agri-tourism (farm or commercial activity)

Can be primary use

Should weddings be allowed?

Should cideries be allowed?

Are special events agri-tourism?

Letting people in for a u-pick opportunity

Commissioner's Comments

None.

Public Comment

None.

Adjournment

Chair Rathnaw adjourned the meeting at 8:15 p.m.

**Minutes by Marge Johnson, Recording Secretary
Amy Coleman, Planning Commission Secretary**

Draft Minutes

SUTTONS BAY TOWNSHIP

REGULAR PLANNING COMMISSION MEETING - MAY 4, 2021

CALL TO ORDER

Dennis Rathnaw, Chair, called the Suttons Bay Township Planning Commission Meeting to order on Tuesday, May 4, 2021 at 6:10 p.m. via Zoom. Chair Rathnaw said there will be a roll call of any motions made.

ROLL CALL - Quorum Present

Present: Dennis Rathnaw, Chair; Tom Nixon, Stony Pt. Rd., Doug Periard, Herman Rd; Susan Odom, Suttons Bay Twp; Don Gregory, Setterbo Rd.; Andy Brandt, Suttons Bay Twp; Rhoda Johnson, Suttons Bay Twp, Dee McClure, SB Twp;

Absent: Amy Coleman

Staff Present: Steve Patmore. Planner Present: Mathew Cooke

Approval of the Agenda

Dennis Rathnaw/moved, Dee McClure/supported, to approve the amended agenda, moving Annual Report to No. 1, and No. 2 Continuation of Site Plan Review- Leelanau Waterports, passed.

Approval of the Minutes

Chair Rathnaw asked the Commission if there are any corrections or additions to the draft minutes.

March 16, 2021

Tom Nixon/moved, Dee McClure/supported, to approve the March 16, 2021 Minutes as presented, passed.

April 6, 2021

Susan Odom/moved, Tom Nixon/supported, to approve the April 6, 2021 Minutes as presented, passed.

Public Comment

Lois Bahle, Village of Suttons Bay, asked if there is a spot for community solar in

the zoning ordinance.

Larry Mawby, Village of Suttons Bay, asked if the Planning Commission would be willing to incorporate solar arrays language in the township zoning ordinance.

Jon Stimson, Home Stretch Non-Profit Housing Corp., said Home Stretch is planning to develop a multi-family residential site of 8 townhomes in the ag district on Marek Rd. Stimson said he is proposing a PILOT ordinance for this project.

Lydia Riley, Attorney, appeared on behalf of Sharon and Wayne Livingston and stated why the Livingston's are opposed to the Leelanau Watersports Project.

Wayne Livingston, 1257 S. Peck Rd., spoke about the proposed Leelanau Watersports.

Sharon Livingston, 1257 S. Peck Rd., spoke about the proposed Leelanau Watersports.

Alex Dingrando, spoke about the proposed Leelanau Watersports.

Conflict of Interest

None.

Items of Discussion/Consideration

#1 - Annual Report -

Mathew Cooke, Planner, submitted the Annual Report for 2020.

Tom Nixon asked that the following comments be added to the Annual Report. "Jon Walter will be remembered as an outstanding planning commissioner who consistently provided valuable insight for architectural issues, property usage and designs."

Tom Nixon/moved, Dee McClure/supported, to adopt Resolution No. 1 of 2021 approving the Annual Report for 2020 with corrections and send it on to the Township Board.

Roll call vote:

Yes: Rathnaw, Gregory, McClure, Odom, Johnson, Periard, Nixon, Brandt

No: None

Absent: Amy Coleman

Motion Carried.

#2- Continuation of Site Plan Review - Leelanau Watersports

Steve Patmore said he received a message just before this meeting that Patrick Otto has another meeting, and he will not be present at this Planning Commission Meeting. Patmore said the Planning Commission does have a site plan, and that he would like to talk about the changes that were made.

Dennis Rathnaw said the Planning Commission voted to allow this application by right in a commercial zoning district. The lot has been zoned commercial for quite some time and is on our future land use map as a commercial parcel.

Steve Patmore reviewed the list of the items the planning commission wanted to see in the site plan.

- The entrance to M-22 would be added in the future. It needs approvals and details. Recommended that this not be part of anything approved as the original phase until such time as permits, approvals and details are submitted. It's not part of this site plan.
- The letter from EGLE stating the requirements for the driveway permit has been met has not been done yet because EGLE has not done any determination. Not shown where tall boats will be stored so as to not be obtrusive.
- The details of the 6 ft high fence were submitted today. The only schedule for plantings is 6-8 ft tall cedars along the fence line.
- He also noted that in Section 8.8, the word "obtrude" means visible in an obtrusive manner, does not mean it can't be visible. Is the watercraft a material? Keep in mind when reviewing buffering and screening.

Planning Commission - Discussion yard storage, fencing and buffering, definition of material.

- Can use word "obtrusive" in 2 ways - offensive, unwanted.
- Materials of his business are renting boats, what he is storing and shall not obtrude above the fence.
- Subcommittee envisioned a nice business area, fence an eyesore even if covered with trees.
- A lot of the boat parking spaces are less than 20 ft. wide.
- Fence shall not obtrude to adversely affect adjacent property.
- The watercraft is being stored outside the building.
- Defining boats as material
- Parking section of zoning ordinance - driveway shall be on stable ground.

Consensus of the Planning Commission to extend the meeting to 8:15 p.m.

Comments from Steve Patmore -

- The natural areas to the North is considered part of the site plan.
- Look at the whole property especially the improvements that are being proposed.
- The site plan would be amended when the M-22 driveway is put in, or could be a condition of the permit that you have to have a driveway to M-22.
- Findings of Fact would have to show why Peck Rd can't be used for that kind of use.
- MDOT has indicated that they would likely issue a permit for a commercial driveway there contingent upon EGLE approval.
- The applicant has a permit from the Road Commission to use the Peck Rd driveway based on a January 8, 2021 permit.

Comments from Planning Commission

- Would not approve site plan unless primary access is on M-22, not Peck Rd.
- Area where moving boats- is gravel necessary?
- Boat wrapping area should be gravel
- Can 35 boats fit on this site.
- Section 8;8 - limit the size of the boats that are stored so they won't be obtrusive.
- Section 19.15(c) talks about establishing conditions on site plan approval.
- How do you limit the use of oils, detergents, etc. which would affect the ecology?
- The desire to protect the welfare and health of the community should be the forefront in our mind.

List of what the applicant should show on the site plan

- Show what material the boats would be parked on.
- Need to show how big boats and little boats are going to be stored.
- Need to know why limited gravel is planned for the site
- Would like to have some verification that M-22 will be the access route
- Need to see better layout of the boats.
- Need to know the types of soils that will be used on the site.
- Need to know if the boats, other materials will be stored within a 6-foot fence.

Chairman Rathnaw - at the next meeting need more discussion with Mr. Otto in attendance.

3. Acknowledgement of receipt of new Z.O. Coversheet and Article 4

Chair Rathnaw said the Minutes should acknowledge receipt of new Z.O. Coversheet and Article 4.

4. Reports

Zoning Administrator - Steve Patmore submitted his written report.

Planner - None

Township Board - The Township Board needs to know the dates & times planning commissioners are available to schedule a meeting with the township attorney to review the Open Meetings Act.

Chair - None

Commissioner Comments - All the documents pertaining to a certain project (site plan review, etc). should be submitted to the planning commission at the same time.

Public Comment -

Wayne Livingston - thank you planning commission for your work.

Lydia Riley stated her opinion is this particular use is not a use by right.

Next Meeting Agenda - June 1, 2021

Adjournment - Chair Rathnaw adjourned the meeting at 8:24 p.m.

Minutes by Marge Johnson, Recording Secretary

Amy Coleman, Planning Commission Secretary

**SUTTONS BAY TOWNSHIP
PLANNING COMMISSION**

ZONING SITE PLAN REPORT – (Updated)

**LEELANAU WATERSPORTS, LLC
PATRICK OTTO
1274 S. PECK RD., SUTTONS BAY**

**For February 2, 2021 Planning Commission Meeting
Updated for March 16, 2021 Planning Commission Meeting
Updated for May 4, 2021 Planning Commission Meeting**

This report is intended to assist the Planning Commission in their Site Plan Review

I. REQUEST

Request from Leelanau Watersports, LLC, for a change of use in the Commercial Zoning District at 1274 S. Peck Road in Suttons Bay.

The proposed change of use is from a residential dwelling to a commercial watercraft rental business.

The original Site Plan included the following Site Improvements:

- New gravel access road to M-22.
- Improve existing gravel drive on Peck Road.
- Installation of Privacy Fences

The Revised Site Plan includes the following:

- The Access drive to M-22 is designated as future, and is subject to permits and approvals from EGLE and MDOT. Since the final location and plans of this access cannot be determined until EGLE and MDOT have completed their review, this can be added to the Site Plan at a later date.
- 6' high privacy fence set back 6' from the property lines on three sides of the property.
- 6'-8" cedar trees proposed in front of the fence.
- Gravel watercraft parking areas shown.
- Gravel employee parking shown.

II. PROCESS

Per the chart in Section 19.4 of the Suttons Bay Township Zoning Ordinance (ZO), this Change of Use requires a Detailed Site Plan Review by the Planning Commission, since the area is larger than 3000 square feet.

This request is not a Special Land Use, and there is no requirement for a Public Hearing or public notice. The Governing Standards for Special Land Use Permits does not apply.

Per Article 19 of the ZO, review of a Detailed Site Plan is performed by the Planning Commission. This report is intended to assist the Planning Commission in their review.

III. GENERAL FINDINGS OF FACT

1. Subject property is Parcel Number 45-011-032-005-00, 1274 S. Peck Road, Suttons Bay.
2. According to township records, the subject property is owned by Patrick Otto, 1274 S. Peck Rd., Suttons Bay, MI 49682. Patrick Otto submitted the Site Plan for Leelanau Watersports.
3. The subject property is currently zoned Commercial.
4. The Future Land Use Map in the 2012 Suttons Bay Community Joint Master Plan shows this area as being Commercial.
5. The subject property is within the Village Growth Management Area as shown in the 2012 Suttons Bay Community Joint Master Plan.
6. According to the Applicant the subject parcel contains 1.74 acres.
7. Adjacent property zoning and land use:

<u>Direction</u>	<u>Zoning</u>	<u>Land Use</u>
North	Residential	Residential/single family.
East	Commercial & Residential	Vacant
South	Commercial	Commercial
West	Commercial	Vacant

8. According to the Applicant, all watercraft stored on the property is owned by Leelanau Watersports.
9. According to the Applicant, there is no commercial storage of other watercraft on the property.
10. According to the Applicant, there will be approximately 35 watercraft staged at the property during peak business periods.

IV. AGENCY APPROVALS

- Leelanau County Road Commission: The Rd. Commission has issued a permit for use of and improvements to the existing driveway on Peck Road for the new business.
- Michigan Department of Transportation (MDOT): MDOT officials have looked at the potential for a new access drive to M-22. (email included in packet). A formal permit from MDOT is required. (Future Consideration)
- Leelanau County Drain Commissioner/Soil Erosion: A Soil Erosion Permit will be required for the ~~Commercial Driveway construction~~. Gravel drive and parking placement.
- Michigan EGLE: The Applicant has contacted EGLE and has requested a wetlands determination for the proposed driveway to M-22. (Future Consideration)

VI. CONFORMANCE WITH ZONING ORDINANCE REQUIREMENTS

1. ARTICLE 8 – COMMERCIAL DISTRICT

SECTION 8.2 USES PERMITTED BY RIGHT

8.2.E Personal and Business Services.

8.2.F Home Appliance Repair, Equipment Rentals, and Laundries.

Definition of Personal Service: PERSONAL SERVICES: Establishments that render services, rather than (sic) provide goods, primarily to other individuals. (Annotation: Definition added by Twp Board Ordinance. No. 4 of 2007, PC Ordinance Amendment 110 effective 10-26-2007)

On March 16, 2021, the Planning Commission made a finding that the proposed Use is an allowed Use in the Commercial Zoning District

SECTION 8.7 OFF STREET PARKING, AND DELIVERY ACCESS

Refer to Section 3.15.3 Landscaping and Buffering for minimum standards for parking. Access shall be provided for the unloading of goods, supplies, or merchandise from truck to business establishment without obstructing the public right-of-way.

The Site Plan shows that there is adequate room for unloading without obstructing the public right-of-way.

SECTION 8.8 YARD STORAGE

Whenever a business establishment finds it necessary to store part of its goods, supplies, merchandise or returnable containers outside the confines of the building structure, it shall provide an enclosure by solid fence or its equivalent not less than six (6) feet high around such storage area, said fence to be made and maintained in a manner that is consistent with the intent and purpose of this Ordinance and does not adversely affect the adjacent property. In approving or disapproving such fence the Zoning Administrator shall apply the following standards:

- A. The fence will be constructed of such material and of such design as to reasonably prevent trespassers from entering the premises by scaling such fence.
- B. The fence will be solid construction or of material so as to obstruct the view of the premises enclosed.
- C. The fence shall be maintained and/or painted, but shall not be used as a sign or signboard in any way.
- D. Materials stored shall not obtrude above the top of the fence.

The Applicant has proposed a 6' high privacy fence, with 6'-8' cedar trees on the North, East, and South property lines as shown on the Site Plan.

There was considerable discussion regarding this Section at the March 15th PC meeting, particularly D. "Materials stored shall not obtrude above the top of the fence."

Although it is up to the Planning Commission to make the Site Plan determination, the following comments are offered:

- Are the rental watercraft considered as a "material"?
- If the proposed use was a car rental, or an auto sale lot, would the solid fence be applicable?

- The word “obtrude” means to be “visible in an obtrusive manner”, it does not mean that the “material” shall not be visible at all.

2. ARTICLE 3 – GENERAL PROVISIONS:

I. SECTION 3.6 SCHEDULE OF AREA, HEIGHT, AND PLACEMENT REGULATIONS

Minimum Lot Area and Lot Width:

Subject Parcel is an existing legal conforming lot

Minimum Setbacks: Front: 40’
 Side: 10’
 Rear: 30’

There are no additional structures proposed as part of this Site Plan.

Maximum Lot Area Covered by Structures: 25%

There are no additional structures proposed as part of this Site Plan.

Note 3.6 (b): Front setback areas in the Commercial and Industrial District shall be appropriately landscaped and maintained in accordance with Section 3.12 Landscaping, Screening, Buffers and Greenbelts.

(Annotation: Subsection changed by Amendment 02-002 effective July 4, 2002)

Greenbelt is necessary on Peck Road and M-22.

II. Section 3.12.2; Landscaping, Screening, Buffers, and Greenbelts

A. This Section shall apply to any site plan reviewed by the Planning Commission.

B. The chart (in this section) explains when a project shall require a buffer between adjacent land uses:

The chart shows that a buffer is required between the Commercial and Residential Use.

The Site Plan shows a privacy fence and the planting of 6’-8’ cedar trees is proposed between the Residential and Commercial Uses.

F. The width of the area in which the landscaping or screening is to occur is determined by the required setbacks of the zoning district.

G. The area in which the landscaping or screening is to occur may include the required setbacks.

H. A visual screen of natural plantings is preferred. The landscaping shall consist of massed evergreen and/or deciduous trees and shrubs so as to continuously restrict a clear view of the uses onto the property responsible for the landscaping. *Section 8.8 requires a fence. Is additional buffering necessary?*

I. The landscaping may only be required along the portions of the property line that have immediate adjacent uses incompatible with the surrounding parcels.

The north property line of this Site borders Residential Zoning and must be landscaped.

J. In required areas where natural landscaping is considered to be impractical or inappropriate, an opaque fence or wall of six (6) feet in height may be substituted in whole or in part provided it meets the approval of the Planning Commission. Where an opaque fence or wall is used it may not be closer than four (4) feet to the property line, and it must be maintained. *Section 8.8 requires a fence.*

The fence must be 4’ off the property line per this section. The proposed fence is shown at 6’ off the property line.

III. Section 3.12.3 Parking Lot Landscaping:

There is no customer parking on-site – Employee parking is shown on the Site Plan.

IV. Section 3.12.4 Right-of-Way Landscaping & Greenbelts:

- A. Greenbelts parallel to road right of ways shall be the same depth as the required setback.
- B. The front setback shall be landscaped with a minimum overall number of one (1) tree for each thirty (30) lineal feet or major portion thereof, of frontage. Plantings may occur in groupings throughout the greenbelt, the number of plantings being equal to one (1) per thirty (30) linear feet. The remainder of the greenbelt shall be landscaped in grass, ground cover, shrubs, and/or other natural, living plant material. The approval of the overall plan is subject to site plan review. The Planning Commission shall look for the plan to achieve at least the same degree of visual and/or sound barrier between the area being landscaped and the adjacent property as to meet the goals of this Section.
- C. Access ways from public rights-of-way through required greenbelts shall be permitted, but such access ways shall not be subtracted from the lineal dimension used to determine the minimum number of trees required.
- D. Nothing in this Section shall be construed as permitting any obstruction to view which could constitute a traffic hazard and/or violate the clear sight distance.

A Right-of-Way Greenbelt must be planted at 1 tree per 30'. Peck Road: With 155' of frontage = 6 trees required. Trees must meet the standards of Section 3.12.8 6-8' Cedar trees are proposed. M-22 frontage is wooded – must be maintained or new Greenbelt planted.

V. Section 3.12.5 Height and Traffic Visibility:

- A. Structures (signs) at site entrances and exits may be up to twelve (12) feet in height, although it is not permitted to allow any obstruction to view which could constitute a traffic hazard.
- B. Fencing and structural screening materials of a height greater than three (3) feet shall not be located within a required front setback adjacent to a road or street.
- C. No fence, wall, sign, screen or planting shall be erected or maintained in such a way as to obstruct vision or interfere with traffic visibility on a curve.
- D. No fence, wall, sign, screen or planting shall be erected or maintained in such a way as to obstruct through vision between the height of three (3) and ten (10) feet at entrances and exits.

There is currently adequate visibility at the driveway on Peck Road. The proposed screening fence will not obstruct visibility at the driveway.

The required right-of-way Greenbelt trees shall be planted to maintain adequate sight distance.

There is no signage shown on the Site Plan.

VI. Section 3.12.6 Particular Uses Requiring Screening:

Mechanical equipment, when located outside and at grade, including air conditioning and heating devices and water and gas meters, but not including plumbing and exhaust vents or chimneys, are to be screened to the height of the particular piece of equipment by landscaping, or by a solid wall or fence, from the view of the street or surrounding properties.

Any mechanical equipment would be screened by the privacy fence shown on the site plan.

VII. Section 3.12.9 : Materials for Structural Screening:

- A. Wooden screens may be erected with wood posts not less than four inch by four inch nominal and solid board cover not less than one (1) inch thick. Masonry piers may be substituted for wood posts. Posts or piers shall be spaced not more than eight (8) feet apart on center. The finished side of the screen shall face abutting properties.
- B. Wrought iron, open mesh or slatted fencing may be used, provided that the ratio of one part open to six parts solid fencing (1:6) is not exceeded. The openings may be a maximum of one (1) inch.
- C. Masonry wall may be used if designed and constructed to facilitate maintenance and not to modify natural drainage in such a way as to endanger adjacent property. Masonry walls must be on cement footings, set a minimum of twenty-four (24) inches below grade.
- D. Other structural screening may be allowed if the Planning Commission finds that such other structural screening will achieve at least the same degree of visual and/or sound barrier effect between the area screened and adjacent property as the screening devices specified in this Section.

Site Plan is proposing a six-foot high wooden fence. The finish side of the fence shall be facing

outwards.

VIII. Section 3.12.10 : Exeptions and Alternative Methods of Compliance:

Under Section 3.12.10, the Planning Commission has the latitude to grant exceptions and/or approve alternative methods for Landscaping, Buffering, Screening & Greenbelts.

IX. Section 3.15 Off Street Parking:

There will be no customers served at this facility. No customer parking is proposed, and there is adequate room for employees parking in the watercraft storage area. It is recommended that a condition be imposed that there be no parking associated with this business allowed along Peck Road or M-22.

VII. PLANNING COMMISSION SITE PLAN REVIEW:

The following Sections of Article 19 – Site Plan Review are copied here to assist the Planning Commission:

Section 19.13 – Standards for Site Plan Review

The Commission, or Zoning Administrator, as applicable, shall approve, or approve with conditions, a site plan if that site plan meets all of the following standards:

- A. All applicable regulations of this Ordinance which apply generally to all districts, found in Article 3 General Provisions of this Ordinance.
- B. All applicable regulations of this Ordinance which apply to the specific zoning district.
- C. All specific standards for the specific proposed special use, if applicable.
- D. Any conditions imposed with the granting of a Special Use Permit or variance.
- E. All utility easements shall be distributed on site in a manner which is least harmful to surrounding properties. Electric, telephone, coaxial cable and other lines shall be located underground.
- F. Water lines, sewer lines, all provisions of surface water drainage shall be approved by the appropriate agency and designed in compliance with any applicable federal and/or state statute, and any Township and/or county ordinance.
- G. Evidence of sufficient protection to ensure there shall be no additional storm water run-off created by the project, or that adequate measures have been taken to accommodate such storm water run-off created on the site.

Section 19.14 – Approval and Compliance

- A. In cases where the Commission reviews the site plan, the Commission shall act to approve, approve with conditions, or disapprove the site plan in writing with findings of fact.
- B. The action shall be recorded in a record of the zoning application and shall be filed with the Zoning Administrator. The Zoning Administrator or Commission shall notify the applicant in writing of its decision along with the Findings of Fact.

Section 19.15 – Establishing Conditions on Site Plan Approval

- A. A site plan may be approved with conditions necessary to comply fully with the intent of this Ordinance.
- B. Reasonable conditions may include conditions necessary to:
 - 1. Insure (sic) that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity.
 - 2. Protect the natural environment and conserve natural resources and energy.
 - 3. Insure compatibility with adjacent uses of land.
- C. Conditions imposed shall meet all of the following requirements:
 - 1. Be designed to protect natural resources, the health, safety, and welfare of those who will use the land or activity under consideration, residents and landowners immediately adjacent to the land or proposed activity, and the community as a whole.
 - 2. Be related to the valid exercise of the police power, and purposes which are affected by the proposed use or activity.
 - 3. Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.

Section 19.16 – Security

VIII. POSSIBLE CONDITIONS FOR PC CONSIDERATION:

The proposed driveway to M-22 requires approval from MDOT and Soil Erosion and verification from Michigan EGLE regarding possible wetlands.

1. All applicable requirements of any county, state, and federal permits and statutes shall be met, including Leelanau County Soil Erosion, MDOT, and Michigan EGLE.
2. Parking associated with this business is not allowed on Peck Road or M-22.
3. Any new utilities installed shall be installed underground.
4. Any outdoor lighting shall be shielded downward and shall meet the requirements of the zoning ordinance.
5. Any future signage shall be in compliance with the zoning ordinance.
6. Privacy Fence Requirements:
 - A. The fence shall meet the requirements of Section 3.12.9 – Materials for structural screening.
 - B. The fence shall be constructed as shown on the Site Plan.
 - C. The fence shall be constructed of such material and of such design as to reasonably prevent trespassers from entering the premises by scaling such fence.
 - D. The fence shall be solid construction or of material so as to obstruct the view of the premises enclosed.
 - E. The fence shall be maintained and/or painted, but shall not be used as a sign or signboard in any way.
 - F. The finished side of the fence shall be facing outwards.
9. Landscaping shall be installed as shown on the Site Plan.
10. The existing wooded greenbelt along M-22 shall be maintained – or a new greenbelt meeting the zoning ordinance must be planted.
11. The privacy fence and Greenbelt must be installed prior to _____, 2021.
12. The access driveway to M-22 is not part of this approval.

Motion to (approve with conditions/deny) the Site Plan for Leelanau Watersports dated _____.

If denied, the reasons must be presented in writing.

SITE PLAN IS SEPARATE ATTACHEMENT

AGENDA ITEM 2

June 1, 2021

SUTTONS BAY TOWNSHIP PLANNING COMMISSION MEETING

Introduction

Applicant: **Homestretch Non-Profit Housing Corporation**

Owner: **Leelanau County Land Bank Authority**

Existing Zoning: **Agricultural**

Proposed Project: **8 Unit Multi-Family Development at 525 N. Marek Rd.**

Attachments from Applicant:

- Application Package & Site Plans

Background:

- The Zoning Ordinance provides for the potential of multi-family housing in the Agricultural Zoning District subject to issuance of a Special Land Use Permit by the Planning Commission.
- A Pre-Application Meeting was held with the Planning Commission on August 4, 2020.
- This project will require a Detailed Site Plan Review, Public Hearing, and issuance of a Special Land Use Permit by the Planning Commission.
- Unless there are any objections from the Planning Commission, the Public Hearing will be held at the Planning Commission Meeting Scheduled for July 6, 2021.
- A Zoning Report will be prepared for the Public Hearing.

Zoning Administrator's Comments:

- The submitted Site Plan appears to be complete and is being forwarded to the Planning Commission for review.
- Marek Road is a relatively narrow gravel county road, and access to the property for a Special Use should be addressed. The Leelanau County Road Commission and the Michigan Department of Transportation will need to approve the access to this project.
- There is no public sewer available, this project is dependent on on-site water and sewer systems.

APPLICATION AND SITE PLAN CAN BE
FOUND AS A SEPARATE ATTACHEMENT

May 4, 2021

To: Suttons Bay Township Planning Commission
Fr: Mathew Cooke, Community Planner
Re: Annual Report and Zoning Ordinance Overhaul

2020 Annual Report

Attached is the drafted 2020 Suttons Bay Township Planning Commission Annual Report (pg.1-2) to be submitted to the Township Board. This is a summary of the past years work (May 2020-April 2021) the Planning Commission has worked on and completed. Unfortunately, I did not get to know John Walters well enough to feel comfortable making a statement about him, but felt that the Planning Commission members who worked with him would be able to help fill in that blank.

Please review and let me now if there are any changes, additions, or subtractions to be made.

ZOO Tasks Being Worked On

- Special Events language
- Compilation of Zoning Ordinance Overhaul final draft

ZOO Items for Review

- Article 12 (attached pg. 3-6)
- Article 3 Section 14 Signs (attached pg. 7-12)
- Above Ground Storage Tanks
 - Suttons Bay Township
 - Both the current Zoning Ordinance and the Zoning Ordinance Overhaul only mention of underground tanks was in the definition of "Structure" as what structures do not include.
 - Zoning Ordinance Overhaul
 - STRUCTURE: Any construction or pieces of material artificially built up or composed of parts joined together in some definite manner. These include, but are not limited to, dwellings, garages, attached garages, sheds, accessory buildings (barns, out buildings, pole barns, gazebo's) decks that are not at grade, antennae, satellite dishes, stairways, carports, and communication towers. Structures do not include: At grade decks, sidewalks, driveways, parking lots, drain fields, flagpoles, mailboxes, underground tanks, fences, retaining walls, landscaping, at grade patios, shoreline stairways, tents or canopies.
 - Current Zoning Ordinance
 - STRUCTURE: Any construction or pieces of material artificially built up or composed of parts joined together in some definite manner. These include, but are not limited to, dwellings, garages, attached

garages, sheds, accessory buildings (barns, out buildings, pole barns, gazebo's) decks that are not at grade, antennae, satellite dishes, stairways, carports, and communication towers. Structures do not include: At grade decks, sidewalks, driveways, parking lots, drain fields, flagpoles, mailboxes, underground tanks, fences, retaining walls, landscaping, at grade patios, shoreline stairways, tents or canopies. (Annotation: Definition added by Amendment 04-003 effective on December 1, 2004)

- Village of Suttons Bay
 - Environmental Protections section of their General Provisions for All Districts
 - *Actual language:* **Aboveground and Underground Storage.** All tanks shall be permitted by the appropriate state agency and shall be maintained in compliance with all applicable regulations.
- Garfield Township, Elk Rapids Township, Benzonia Township, Onkama Township,
 - Nothing as specific as what the Village of Suttons Bay has
 - Some Townships mentioned that storage tanks needed to be noted on site plans

Article 12

Historic Waterfront Resort Development

Sec	Name	Pg
12.1	Purpose	12-1
12.2	Permitted Uses	12-1
12.3	Master Development Plan	12-1
12.4	Allowable Building Types	12-2
12.5	Dimensional Standards	12-2
12.6	General Development Standards	12-3

Section 12.1 Purpose

This district encompasses the existing unique and historic Fountain Point Resort and riparian properties on Lake Leelanau for commercial development uses. The purpose of this district is to provide use and design flexibility that fits into the rural character, and protects its scenic, historic, and environmental resources.

Section 12.2 Permitted Uses

The following uses are allowed within the district:

- A. Lodging
- B. Meeting rooms and conference facilities
- C. Resort and passive recreational activities such as trails and rowing
- D. Restaurant
- E. Agritourism
- F. Retail associated with the resort use such as, but not limited to, resort merchandise, sunscreen, and fishing bait. On site retail shall not include packaged alcohol/liquor sales other than those produced under a winery license held by the property owner.
- G. Service businesses associated with the resort use such as but not limited to a health spa.
- H. Outdoor activities and special events
- I. Camping as allowed per Section 14. ____
- J. Limited Residential: owner/employee housing and may exist in combination of limited year-round affordable housing rental units (See Section __.04. F).
- K. Such other uses may be approved by the Planning Commission when issuing a Special Land Use Permit for a Master Development Plan.

Section 12.3 Master Development Plan

For any application for a subdivision of land, any development, or change or expansion of use the applicant shall prepare a Master Development Plan for the entire site. The Master Development Plan shall require a Special Land Use Permit from the Planning Commission and shall be consistent with the Suttons Bay Township Master Plan. The standards and requirements

Suttons Bay Township Zoning Ordinance

of Article 19 Site Plan Review and Article 20 Special Land Use Permits shall apply. A Master Development Plan shall include:

- A. any proposed uses from Section 12.2;
- B. a detailed site plan showing an open space system (including preserved open space);
- C. access, parking, and road layouts within the Master Development Plan;
- D. proposed recreational facilities;
- E. proposed outdoor activities;
- F. any proposed special events;
- G. days, times, frequency, and hours of operation for each use; and
- H. a phasing plan if the project is to be built in phases.

Section 12.4 Allowable Building Types

- A. **Single Family Lodging:** This building type shall have a maximum footprint of six-hundred (600) square feet. These are primary structures, and are to be used as short term (less than thirty (30) consecutive days) lodging only.
- B. **Multi-unit Lodging:** This building type shall have a maximum footprint of one-thousand-eight-hundred (1,800) square feet. These are primary structures, and are to be used as short term (less than thirty (30) consecutive days) lodging only.
- C. **Lodge:** Only one building of this type is allowed per Master Development Parcel. A maximum of twelve (12) bedroom rental units are allowed for up to five-hundred (500) feet of shoreline frontage. Parcels greater than five-hundred (500) feet of shoreline frontage may contain a maximum of twenty (20) bedroom units. This building may contain a restaurant. Kitchen facilities (*except for microwave ovens, small refrigerators, and coffee makers*) shall not be allowed in rental units. This is a primary structure.
- D. **Restaurant/Banquet Hall:** Only one (1) building of this type is allowed per Master Development Plan. This is an accessory structure.
- E. **Single Family Dwelling:** Only one (1) building of this type is allowed per Master Development Plan. Occupancy shall be limited to either the owner or the manager of the property. This is an accessory structure.
- F. **Employee/Affordable Rental Units:** Only two (2) of these types of buildings are allowed per Master Development Plan. A combination of small apartments or dormitory-style housing for on-site employees and a maximum of twelve (12) units of year-round affordable housing units (regardless of employment) may be allowed.
- G. **Type 1, 2, or 3 Outbuilding:** This building type is allowed as permitted by the Planning Commission upon review of the Master Development Plan. These are accessory structures.

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Section 12.5 Dimensional Standards

- A. **Minimum Lot Size:** minimum of forty (40) acres per development
- B. **Minimum Waterfront Lot Width:** minimum one thousand (1,000) feet.
- C. **Road Frontage Width:** minimum four-hundred (400) feet.
- D. **Waterfront Setback:** minimum fifty (50) feet upland from the water's edge.
- E. **Road Setback:** minimum forty (40) feet from the road right-of-way.
- F. **Side Yard Setback:** minimum of fifty (50) feet.
- G. **Primary Building Height:**
 - a. Single-family lodging: twenty-five (25) feet maximum
 - b. All other primary buildings: thirty-five (35) feet maximum
- H. **Accessory Building Height:** Twenty-five (25) feet or the height of the tallest Primary Structure on the parcel, whichever is less.
- I. **Lot Coverage:** twenty-five (25) percent maximum of the parcel's gross acreage or thirty-five (35) percent if a waterfront buffer is installed as per Section __.05.D below.

Section 12.6 General Development Standards

- A. A single transient boat dock area to accommodate one or more boats for non-overnight, non-guests of the resort shall be allowed as approved for in the Master Development Plan. Permanent dock area for resort and resort guest use shall be allowed as approved in the Master Development Plan. Permanent dock area shall not be used for commercial, long-term, or non-resident storage.
- B. All uses are subject to Section ____ Landscaping and Buffering.
- C. In those situations where the amount of lot coverage shall exceed twenty-five (25) percent (but in no case shall exceed thirty-five (35) percent), as a condition for new development, a waterfront buffer extending the width of the shoreline and a minimum of twenty-five (25) feet in depth shall be installed and maintained. This buffer shall be made up of a mixture of trees and low growing shrubs as provided for in Section ____ Landscaping and Buffering. Trees should be scattered throughout the buffer and sited in a manner that allows for filtered views of the water from the structures. No lawn shall be maintained within this buffer.

Suttons Bay Township Zoning Ordinance

- D. Parking areas shall meet the requirements of Section _____. No on-street parking along public roads is allowed in this district.
- E. Solid waste container(s) shall be screened from all sides with an opaque fence or wall with a gate(s) at least as high as the tallest container. The fence, wall, and/or gate shall be constructed of material which is compatible with the architectural materials used in the site.
- F. All new utilities shall be located underground. All new utility pad fixtures and meters (electric, gas, water, sewer, cable television, and other similar devices) shall be shown on the site plan, and integrated with the landscape elements of the site plan.
- G. All exterior lighting shall meet the requirements of Section _____.
- H. All signage must meet the requirements of Section ____.

Suttons Bay Township Planning Commission
DRAFT Sign Section of the Zoning Ordinance

SECTION 3.14 SIGNS

SECTION 3.14.1 PURPOSE

The purpose is to encourage the effective use of signs as a means of communicating and informing while minimizing the impact on the landscape. Regulation of signs will lessen the impact on the aesthetic environment, while allowing for the promotion of economic development.

SECTION 3.14.2 DEFINITIONS

BANNER: A sign made of non-rigid material; however, not including pennants or flags.

FIXED SIGN: A sign structurally affixed to the ground or to some other portion of a structure, but not a wall sign.

FLAG: A sign made of non-rigid material having a distinctive size, color and design used as a symbol or emblem.

INCIDENTAL SIGN: A sign that is less than two (2) square feet in area.

PENNANT: A small, often triangular, banner used in multiples as a device to call attention to a land use or activity.

PORTABLE SIGN: A sign placed on the ground which is portable and not anchored or secured.

SHARED SIGN: A sign attributed to a group of contiguous commercial or industrial entities located within the complex or group.

SIGN: Any device, structure, fixture, banner, placard or other object used for the display of any message that is afforded public visibility from outdoors.

TEMPORARY SIGN: A sign, banner or advertising display, with or without a structural frame, intended for a limited period of display, including displays for holidays or public events.

WALL SIGN: A sign painted on, or attached directly to and parallel to an exterior wall.

WINDOW SIGN: A sign affixed to, in contact with, or within twelve (12) inches of a window installed for purposes of viewing from outside the premises. This does not include merchandise located in a window.

UNALTERED GRADE: Grade or topography existing prior to any excavation, clearing, grading, or filling.

SECTION 3.14.3 PROHIBITED SIGNS

- A. Any sign not specifically permitted by this Article.
- B. A sign that contains any moving or animated parts or has the appearance of having any moving or animated parts when such sign is visible from any public right of way or from any private driveway or vehicular easement. No sign shall employ any flashing, moving, oscillating, blinking, or variable intensity light.
- C. Pennant flags, streamers, searchlights, over-the-street banners, or other similar material or devices.
- D. A temporary or movable sign and air blown device not specifically permitted herein.
- E. Any regulated sign placed or painted upon trees or rocks or natural features.
- F. A sign placed on any light pole, utility pole, or other support.
- G. A sign erected in any place where, by reason of its position, shape, color, or other characteristic, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device.
- H. A sign erected, located, or maintained that prevents free ingress or egress from any door, window, or fire escape or that is attached to a standpipe or fire escape.
- I. A sign erected at the intersection of any street in such a manner as to obstruct free and clear vision of motorists.
- J. A sign on a motor vehicle if the motor vehicle is parked in a position visible to traffic on a public road or parking area for the primary purpose of displaying the sign to the public.

SECTION 3.14.4 SIGNS NOT REQUIRING A PERMIT

The following signs are authorized in any district without a sign permit and are not included towards the maximum number of signs allowed on a parcel, but shall conform to the applicable requirements of this chapter and the applicable building codes.

- A. Incidental signs.
- B. Temporary Signs except for street banners approved by the Township and/or Michigan Department of Transportation are permitted as allowed in Section 3.14.5 Signage Allowed Per District and in accordance with the following:
 - a. Be located on the same property as the event or on private property with written permission.
 - b. Shall comply with all other provisions of this article.
 - c. Shall not exceed the size regulations for the zoning district or six (6) square feet, whichever is greater. One (1) banner may be larger if located on the face of the structure where the event will occur.
 - d. Be on display only for a period which includes:
 - 1. 30 days ahead of an event.
 - 2. The duration of the event.
 - 3. Up to, but not exceeding, seven (7) days after the event.
- C. Signs erected by, or on behalf of a governmental body for purposes of protecting the

public health, safety, and welfare.

D. Official signs erected by public utilities.

E. Flags or insignia.

F. Any sign not visible to motorists or pedestrians on any road, water body, public lands, or adjacent parcel(s).

G. Signs painted on or integral to vending machines, fuel dispensing pumps or fuel storage tanks, as long as they are not readable from off the site.

H. Legal postings required by law.

I. Window signs not permanently affixed to the interior of a building.

J. Public signs or signs sanctioned by a public body on public land are not subject to this chapter.

SECTION 3.14.5 SIGNAGE ALLOWED PER DISTRICT

A. Agricultural District

<u>Agricultural District</u>	Permit Required	Illumination	Maximum Size of Each Sign	Maximum Height Above Unaltered Grade	Maximum Allowable Sign Area of All Signs On Parcel (added together)
Temporary Sign	No	No	16 square feet	8 feet	30 square feet
Fixed Sign, Wall Sign or combination of the two	Yes	Yes, See Sect. 3.15	24 square feet	8 feet	32 square feet
Portable Sign	No	No	16 square feet	8 feet	30 square feet

B. Residential Districts

<u>Residential Districts</u>	Permit Required	Illumination	Maximum Size of Each Sign	Maximum Height Above Unaltered Grade	Maximum Allowable Sign Area of All Signs On Parcel (added together)
Temporary Sign	No	No	6 square feet	6 feet	30 square feet
Sign	No	No	6 square feet	6 feet	30 square feet
Wall Sign	No	No	6 square feet	6 feet	30 square feet

C. Commercial Districts

<u>Commercial Districts</u>	Permitted Required	Illumination	Maximum Size of Each Sign	Maximum Height Above Unaltered Grade	Maximum Allowable Sign Area of All Signs On Parcel (added together)
Temporary Sign	No	No	16 square feet	8 feet	30 square feet
Fixed Sign	Yes	Yes, See Sect. 3.14	24 square feet	8 feet	32 square feet
Wall Sign	Yes	Yes, See Sect. 3.14	16 square feet	8 feet	30 square feet
Shared Sign	Yes	Yes, See Sect. 3.14	16 square feet	8 feet	30 square feet
Portable Sign	No	No	8 feet	4 feet	30 square feet

(a) In the case of a shopping center or other integrated group of stores or commercial buildings, one (1) sign or wall sign may be erected per street frontage. In addition, one (1) shared sign is allowed.

SECTION 3.14.6 PORTABLE SIGN REGULATIONS

Such signs are not to be counted in the maximum allowable sign area on the parcel. Portable signs must comply with the following standards:

- A. One portable sign may be displayed per business.
- B. Maximum size of eight (8) square feet with a maximum height of four (4) feet.
- C. Can only be displayed during hours of operation.
- D. Cannot be permanently affixed to the property.
- E. May not be illuminated.
- F. Shall not obstruct vehicular or pedestrian traffic.

SECTION 3.14.7 WALL SIGN REGULATIONS

Such signs are to be counted in the maximum allowable sign area on the parcel unless they are not visible to motorists or pedestrians on any public road, water body, public lands, or adjacent parcel(s). Wall signs must comply with the following standards:

- A. One wall sign may be displayed per building.
- B. Maximum size of twenty-four (24) square feet.
- C. The height of the sign may not be above the eave line of the wall it is affixed to.

SECTION 3.14.8 REGULATIONS THAT APPLY TO ALL SIGNS

- A. Area of sign shall be based upon the following:
 - 1. Structural elements necessary for the support of the signs shall not be included in the square footage computation so long as they are separate from the sign face by a reveal or a change in materials.
 - 2. Square footage calculation shall include such elements as decorative borders, frames, top caps, and drop signs.
 - 3. For a sign painted or applied to a building, wall or window shall be considered to be that of the smallest rectangle or other geometric shape which encompasses all of the letters, symbols, borders, and designs.
 - 4. When a sign has two (2) or more faces, the area of all faces shall be included in determining the area except where two faces are placed back to back and are at no point more than two (2) feet from each other.
- B. No signs shall be allowed in the road right-of-way without written permission from the local, county, or state road agency.
- C. No sign shall be erected or maintained in such a manner as to obstruct vision or interfere with traffic visibility on a curve, at an ingress or egress, or within thirty (30) feet of the intersection of two (2) roads.
- D. For the safety of the general public, no spinners, pennants, or inflatable signs may be used in conjunction with any sign or business.
- E. Illumination:
 - 1. For the safety of the general public, no unshielded lights, or lights directed upward or horizontally at sign faces, flashing lights, scrolling or moving electronic lights, or other distracting devices may be used in conjunction with any sign or business.
 - 2. Each sign, which is artificially illuminated, shall have the light source shielded from the direct vision of individuals using adjacent roadways, properties, or sidewalks.
 - 3. Signs shall not emit light directly into the sky. The light source shall not be positioned so that the center of the light source exceeds more than 45 degrees from ground level.
 - 4. Illumination by bare bulbs or flames is prohibited.
 - 5. Underground wiring shall be required for all illuminated signs that are not attached to a building.
 - 6. Any applicable electrical permits for the sign shall be obtained and filed with the Zoning Administrator.
- F. If allowed in the district, signs may be illuminated by a shielded light shining downward onto the sign in accordance with Section 3.14 Outdoor Lighting Standards. The source of the light shall be baffled so it is not visible to vehicles or pedestrians on any road, alley, water body, public lands, adjacent parcels, or in the air above the illumination.
- G. All signs shall be installed only with the prior approval of the property owner.
- H. All signs and sign structures shall be maintained in good, safe, structural condition and repair. All signs and display surfaces shall be neat in appearance and neatly painted or posted, and not ripped, tattered or faded. Premises immediately surrounding signs shall be kept clean and free of rubbish, weeds and debris.

I. Once the purpose of the sign has ended, the sign shall be removed within thirty (30) calendar days. Anything formerly used to solely support or provide a structure for a sign and not in use for any other purpose shall be removed.

SECTION 3.14.9 NONCONFORMING SIGNS

- A. Subject to the remaining restrictions of this Section, nonconforming signs that were otherwise lawful on the effective date of this chapter may be continued, repaired and maintained as is necessary to keep in a sound condition.
- B. The nonconformity of a sign and/or its structure may not be increased. Illumination may not be added to a nonconforming sign.
- C. A nonconforming sign and/or its structure may not be moved except to bring the sign into greater conformity with this chapter.
- D. If a nonconforming sign is destroyed to the extent it is impractical to be restored using a majority of its existing major components, it may not thereafter be repaired, reconstructed or replaced except in conformity with all the provisions of this chapter, and the remnants of the former sign structure shall be cleared from the land.
- E. The message of a nonconforming sign may be changed so long as this does not create any new non-conformity.

ZONING ADMINISTRATOR'S REPORT

SUTTONS BAY TOWNSHIP

May 2021 (to-date)

For June 2021 Planning Commission and Township Board Meetings

Prepared by Steve Patmore
As of May 24, 2021

LAND USE PERMITS ISSUED

		NEW		ACCESSORY	
DATE	TOTAL	HOMES	ADDITIONS	STRUCTURES	OTHER
May 2021 (to date)	2	1	0	0	1
Year To Date	17	10	2	4	1
Year to date 2020	7	1	2	3	1
Year to date 2019	15	8	5	2	0
Year to date 2018	13	8	1	4	0
Year to date 2017	17	5	3	7	2
Year to date 2016	11	4	3	3	1
Year to date 2015	9	3	2	3	1
Year to date 2014	3	0	1	2	0

2144 N. Jacobson Rd. New single-family dwelling
Putnam Rd – Barn Renovation work – Barnes project.

4 revisions or extensions to existing Land Use Permits

Land Divisions:

- Many inquiries and discussions with Assessor and property owners.
- Preliminary reviews

Zoning Board of Appeals:

- No Activity

Short Term Rentals:

- 30 Short-Term Rental Permits issued for 2021 (26 Renewal Permits– 4 New Permits).

Other:

- Site Plan Review 1274 Peck Road
- Site Plan Review Marek Road Multi-Family Housing Project
- Review and discussion of Preliminary Site Plan for Capital Stone.
- Review and discussion of preliminary Site Plan for 45 North Winery Special Events.
- Follow-up on Special Use Permits previously approved by PC.
- Assist with Zoning Ordinance Overhaul Project – discussion.
- There have been numerous questions and requests for interpretations on properties in the township that are on the market or recently purchased.
- Attended Master Plan Workshop.
- Attended Workshop on Sign Regulations.
- Attending Workshop on Agricultural Tourism.